



CALIFORNIA POLLUTION CONTROL FINANCING AUTHORITY

915 Capitol Mall, Room 457
Sacramento, CA 95814
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cpcfa@treasurer.ca.gov
www.treasurer.ca.gov/cpcfa

MEMBERS

BILL LOCKYER, CHAIRMAN
State Treasurer

JOHN CHIANG
State Controller

MICHAEL COHEN
Director of Finance

EXECUTIVE DIRECTOR
Reneé Webster-Hawkins

JOB OPPORTUNITY BULLETIN

Class: Office Technician (Typing)
Tenure: Limited Term (24 Months)
Time Base: Full Time
Salary: \$2740 - \$3429

Under the general supervision of the Treasury Program Manager II, the Office Technician (T) performs clerical support duties for the CA Pollution Control Financing Authority (CPCFA) and the CA Industrial Development Financing Advisory Commission (CIDFAC).

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Input and update applications, statistical reports, tables and databases; and maintain assignment log using personal computer software package for the Authority's programs.
- Type the Authorities' Agendas and staff summaries; coordinate the reproduction, assembly and distribution of the Agendas.
- Prepare independently, or with minimal direction, the Authorities' resolutions and minutes of meetings.
- Compose and type correspondence of a sensitive nature prepared for the Executive Director, Deputy Executive Director, and Managers of the Authorities. Type and edit for grammatical content and accuracy, correspondence and reports for the Authorities' staff.
- Screen telephone calls and direct to appropriate staff person. Distribute mail, email, and fax correspondence to appropriate staff person. Answer inquiries of a sensitive nature that require a knowledge of the Authorities.

To view a copy of the duty statement, please visit www.treasurer.ca.gov/careers.

DESIRABLE QUALIFICATIONS:

- Ability to read and interpret documents such as applications, reports and procedure manuals.
- Exhibit excellent attendance, punctuality, and dependability.
- Ability to communicate effectively in writing, using proper grammar, including the preparation of internal procedures to improve administrative effectiveness and efficiency.
- Demonstrated attention to detail and highly organized work habits.
- Ability to work independently, with tact, and in a team environment.

- Ability to function effectively in an electronic office, well-versed and skilled in the use of Microsoft Word, Excel, Outlook, and Adobe Acrobat, and ability to quickly learn CPCFA's customized database systems, as essential tools in the workplace.
- Ability to work on multiple time-sensitive projects at one time, and able to shift priorities quickly.
- Ability to work and communicate effectively with Authority staff, other agencies, and outside vendors.
- Desire to work in a fast-paced, small, service-oriented state agency prioritizing accountability, transparency and customer service.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as **Office Technician (Typing)**. Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST, TRANSFER, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Must attach valid typing certificate with application to be eligible for interview. Also, list the number "345-002-1139-001" on your application/resume.

If you are interested in applying for this position, in addition to the completed Standard State Application (Form 678), please submit a **Statement of Qualifications (SOQ)** describing your interest in and qualifications for the position. The statement should be no more than two pages in length. Those who already applied for the position do not need to apply again.

FINAL FILING DATE:

State application and Statement of Qualification will be accepted **until filled**. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person. CPCFA complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.